

VISITOR REGISTRATION FORM

Visitor Name: _____

Resident Name: _____

All questions must be answered, incomplete forms or inaccurate information will result in denial.

Visitor Maiden Name / Alias(s): _____ Visitor ID Number: _____

Visitor Address: _____ Visitor Birth Date: _____

Visitor Phone Number(s): _____

What is the nature of your relationship with this resident?

_____ Relative – type _____

_____ Employer – company _____

_____ Co-Worker – company _____

_____ Friend – how long have you known this resident? _____

where did you meet? _____

_____ Other – explain _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, are you currently on Probation or Parole? Yes _____ No _____

If yes, list your Probation/Parole Officer, location, and telephone number

Staff Use Only

Approved _____

Denied _____

Stipulations

Approved
to Drive _____

CM Initials _____

NOTICE TO ALL VISITORS

All visitors must provide a copy of a valid State Issued ID and \$14.50 to complete a DOJ background check with this form. Personal checks will not be accepted. All visitors who wish to take residents in their vehicles must provide a copy of their valid Vehicle Insurance and Registration.

No visitors will be allowed to visit residents except during designated visiting hours for any reason, unless pre-approved by the RA supervisor or the residents case manager. **This includes delivery of food, clothing, cigarettes, etc.** If you are unaware of the visitation policy at Helena Prerelease Center (HPRC), please ask for a copy of the visitation rules and hours.

Please be advised that the residents of HPRC are on strict agenda. When they leave the facility, they have a specific destination with a reasonable amount of time to arrive at that destination, and authorization to be with specific people. Any deviation from their stated agenda and/or association with unauthorized people will result in a disciplinary action. Residents are responsible for adhering to their agenda. Any person who takes a resident out of the center must understand that the resident's agenda must be the first concern. HPRC can require at any time during a resident's leave that they report immediately back to the center. All visitors must be 18 years old, or be with a parent or legal guardian.

By the signature below, you certify that the information provided above is true and that you understand and agree to abide by these guidelines.

Visitor Signature

Date